OR MYSORE STATE

M. II-87—40,006—27-10-52.

(1948) Department

Development.

MB SERIES.

G.O. No. 3443.

Dated 26.6.1948

[Despatch Abstract.]

Sbt- Labour-Forms-Industrial Tribunals - Standardisation-Orders Issued.

ERNMENT OF MADRAS.
ABSTRACT.

Labour Forms - Industrial Tribunals - Standardisation - Orders issued.

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Development Department.

G.O. Ms. No. 3443. Dated 26.6.1948-
Read the following.-

Letter From the Industrial Tribunal Coimbatore dated 31.10-47. 47
Letter from the Commissioner of Labour, No.C4.9139/dated 12.1.1948.
Letter from the Commissioner of Labour No.C4.9139/47 dated 2.3.1948.
Letter from the Commissioner of Labour No.C4.9139/47, dated 13.3.1948.
Letter from the Superintendent, Government Press, Madras, FO. 21/48, dated 9.4.1948.
Letter from the Superintendent, Government Press, Madras, No. F.O. 21/48 dated 1-5-48.

ORDER:

The Government direct that the several forms required for the use of Industrial tribunals be standardised as shown below:-

Group & Serial No.	Description of the Form.	Remarks.
C.F.186	Attendance Register Casual leave Register Stationery Register. (Rarely used) (Stock book and printed forms.)	Delete A register in manuscript with suitable headings and columns may be maintained instead for the purpose.
C.F.199		
C.F.345		
- Do -	-do-(Frequently used.)	
C.F. 268.(a)	Valuable stock Register.	
C.F. 345.	Stock Register of Forms.	
C.F. 500 Vol.I to V	Register of papers received and despatched.	
C.F. 61-	Local delivery Register.	
c.f. 444.	Register of Service Stamps.	
T & A 44-A	Register of Contingent expenditure. Service Registers for Clerks and Peons.	Supplied to the Treasury officers and Tahsildar of Madras only. Hence should be obtained from the nearest Treasury.
C.F. 230 to 233_A		
T.&A-11-B	Office copy of establishment pay bills, bound register.	
C.R.15.	Hearing book.	
C.F.445	Register of periodicals and books	(periodical Register.)
C.F. 106.	Counterfoil receipt book.	

2. The Commissioner of Labour is requested to obtain from the Industrial Tribunals annual indents for C.F. and T.A. forms, check the claims and include their requirements in his respective consolidated indents on the Superintendent of Government Press for distribution to the Tribunals concerned according to the programme of supply. Similarly a separate indent with a distribution statement for C.R. 15 (Hearing Book) should be sent to Superintendent of Government Press on or before the 1st October of each year for supply.

3. The forms appended to this order should be printed once a year as non-standardized for supply to the Industrial Tribunals.

4. Suit register and registers for the return of undisbursed summons should be maintained in manuscript by the Industrial Tribunals suitably as proposed by Industrial Tribunal, Coimbatore.

~~APPENDIX~~.

~~(Here # insert the forms on pages 4,6,21, 23 and 25 c.f.)~~

(By order of H.E. the Governor)

(sd) x x
Secretary to Government.

To the Commissioner of Labour.
To the Superintendent, Government Press though Education and Public Health Department.
To the Industrial Tribunal,
Madras Block No. XVI, Fort St. George, Madras.
To the Industrial Tribunal,
Brahmin Extensions, Coimbatore.
To the Industrial Tribunal,
32,Erskine Hospital Road, Shenoy Nagar, Madura.
To the Industrial Tribunal,
Bezwada, C/O the Labour officer, Bezwada.

/True copy/

R. Thiagarajan 12.1.54
for Superintendent,
7.53.
Madras Record Office.

12/7.

Form I.

BEFORE THE INDUSTRIAL TRIBUNAL HAVING ITS SITTINGS AT . . .
INDUSTRIAL DISPUTE NO. of 19

BETWEEN. In the matter of the dispute

AND

NOTICE.

Whereas by Government Order, Development Department No.. dated the . . . the above matter has been referred for adjudication to this Tribunal under Section 10 of the Industrial Disputes Act, 1947.

2. Please take notice that you are hereby required to deliver at the office of the Tribunal or to send by registered post a full and clear statement of your case in connection with the said dispute and that a copy of the same should be sent by you simulatneously to the other party to the dispute and inform the Tribunal that this has been done.

3. The time and place of hearing will be notified later.

INDUSTRIAL TRIBUNAL.

Office of the Industrial
Tribunal, ...
DATED the day of . . . 19

To

FORM II

BEFORE THE INDUSTRIAL TRIBUNAL HAVING ITS SITTINGS AT . . .

In the matter of the dispute

BETWEEN

AND

NOTICE.

Whereas this Tribunal has received the written statements of the parties called for by its notice dated . . .

2. Please take notice that the preliminary enquiry will be held and issues will be settled on the day of . . . 19 at . . . , that before that date you may deliver at the office of the Tribunal or send by registered post any reply statement you may consider necessary, by ~~regist~~ that a copy of your reply statement should be sent to the opposite party, and that you may also produce any oral or documentary evidence relevant for the preliminary enquiry.

3. You may appear at the preliminary enquiry in person or by a legal practitioner.

Office of the Industrial
Tribunal, . . .
Dated the . . . day of . . . 19.

INDUSTRIAL TRIBUNAL.

To

/True copy/

Form III.

BEFORE THE INDUSTRIAL TRIBUNAL HAVING ITS SITTINGS AT

Industrial Dispute No. of 19. . .

In the matter of the dispute

BETWEEN

AND

Whereas by Government Order, Development Department No . . . dated . . . the above matter has been referred to this Tribunal under Section 19 of the Industrial Disputes Act, 1947 to determine the period of operation of the Award please take notice that you are hereby required to deliver at the office of the Tribunal or send by registered post a full and ~~at the~~ clear statement of your case in connection with the said matter and that you should simulatenously hand over to the opposite party a copy of your statement.

2. The time and place of hearing will be notified later.

INDUSTRIAL TRIBUNAL

Office of the Industrial
Tribunal, . . .
Dated the . . . date of . . . 19

To

/True copy/

FORM NO. 1
(Warrant of Authority)

IN THE INDUSTRIAL COUT or Tribunal.
No. of
In the matter of

Address:

Date:

To

Industrial Court, or Tribunal.

Dear Sir,

Be pleased to note that I/we have appointed Mr. in the above matter to appear for he/us

Dated this day of 19.

Accepted.

Yours faithfully,

ignature) (Signature).

/True copy/

FORM No. 2

(Application for certified copy of documents)

To Address:

Industrial Court, or Tribunal.

Subject:- Application / Petition / Appeal / Submission / Reference No. of 19.

Dear Sir,

Be pleased to supply the undersigned with certified copy/copies of in the above matter. The copy may be sent by V.P.P. (or delivered to me) at the above address and I undertake to pay for the same.

Dated this day of 19.

Yours faithfully,

(Signature).

(This form may be adopted with suitable alterations in making applications for extension of time to file statement, for withdrawal of matters, for adjournment, for inspection of documents etc. or for any application)

/True copy/

FORM No. 17.

(Commission.)

IN THE INDUSTRIAL COURT, or TRIBUNAL.

No. of 19.

In the matter of

COMMISSION

WHEREAS the Court was pleased to direct the issu of a Commission by an order made on for examination of witness and for inquiry and/or investigation of the matter mentioned in the Schedule overleaf, KNOWN YOU that pursuant to the said order you are hereby appointed Commissioner for that purpose wherein you are authorised and empowered to commend the attendance of the said witnesses and to cuase such witnesses to be examined, of the said w Corss-examined, and re-examined upon oath or on solemn affirmation as the case may be and to record their evidence in writing in the presence of the parties or their counsel, advocates, attorneys, pleaders of representatives and to conduct inquiry and investigation at and you are further directed to send the complete record of the evidence, report of your inquiry and investigation under your hand and seal together with this commission to the undersigned not later than

Given under my hand and seal of the Court.

dated this day of 19.

(Seal)

By Order of the
Industrial Court, or
Tribunal.

No.
Office of the Industrial Court, or Tribunal.

/True copy/

Development Department.PI.

MORANDUM NO. 9115OPI/48-1, dated 1.9.48.

Sub:- LABOUR - Forms - Industrial Tribunals - Standardisation - Ordered - Errata - Issued.

Ref:- letter from the Superintendent, Government Press, No. T.O. 21/48, dated 17.8.1948.

For the entries in columns 1, 2 and 3 of the atement in paragraph 1 in G.O. MS. NO. 3443, Development ted 26.6.1948, namely

.F. 186. F. 199. Casual 345. Stationery	Attendance Register ~~Casual~~ leave Register ~~Stationery~~ register. (Rarely used) (Stock book of articles of stationery and printed forms.)	Deleted. A register in manuscript with suitable headings and columns may be maintained instead for the purpose."

Substitute the following:-

C.F. 186.	Attendance Register.	
C.F. 199.	Casual leave Register.	Deleted. A register in manuscript with suitable headings and columns may be maintained instead for the purpose.
.F. 345.	Stationery Register. (Rarely used) (Stock book of articles of stationery and printed forms.)	

(Sd) x x 1.9.48.

the Commissioner of Labour, Madras.
the Superintendent, Government Press.
the Industrial Tribunal.
lock No. XVI, Fort St. George, Madras.
the Industrial Tribunal Madurai.
the Industrial Tribunal,
Coimbatore.
the Industrial Tribunal, Vijayawada C/o Labour Officer, Vijayawada.

/True copy/

R. Thiagarajan 12/1-52
Office Assistant
Superintendent,
~~8.53~~.
Madras Record Office.

12/1 12/1